

Retention and Classification Report

Agency: Labor Commission. Adjudication Division (2411)

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Records Officer Sara Danielson

14567	Compensation agreements and lump sum working files
82227	Contested court case files

AGENCY: Labor Commission. Adjudication Division

SERIES: 14567

3

TITLE: Compensation agreements and lump sum working files

DATES: 1920-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

This series provides support documentation for the compensation agreements for workers' compensation claims. The series consist of the Compensation Agreement - Form 019 and the Lump-sum application - Form 134. The compensation agreement is used to enter into an agreement for a permanent partial award. The lump-sum form is used by an employee when applying for a lump sum or advance payment for a permanent partial award. Information includes the name and address of the employee, financial information, marital status, medical information, salary information, social security number and telephone number. The original Compensation agreement, series 21924 is retained for 75 years.

RETENTION:

Retain 75 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 74 years and then destroy.

AGENCY: Labor Commission. Adjudication Division

SERIES: 14567

TITLE: Compensation agreements and lump sum working files

(continued)

APPRAISAL:

Administrative Legal

The Agency requested an increase in the retention period to make the retention period consistent with the retention period for similar working files. The original approved retention period had been 10 years.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

AGENCY: Labor Commission. Adjudication Division

SERIES: 82227

3

TITLE: Contested court case files

DATES: 1950-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These are files on individuals who file for a hearing before the Adjudication Division. This may be the case if an insurance company discontinues or decreases payment contrary to the individual's understanding, or the initial agreement of compensation from the insurance carrier was not settled, or other such problems. These files include: all related medical information; all related doctor, attorney, or other correspondence; pre-hearing settlement offers; application for hearing; notices of hearing; orders from the Commission; hearing tapes; and judges' case notes.

RETENTION:

Retain 75 years after case is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 75 years and then destroy provided no litigation is pending.

AGENCY: Labor Commission. Adjudication Division

SERIES: 82227

TITLE: Contested court case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Public.	Commission decisions and orders
Controlled.	UCA 63G-2-304 (2008) Psychiatric and Psychological Data
Exempt.	Judge's notes